

## **Information Services Board Briefing Paper on The Project Management Framework**

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### **Presenter**

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### **Purpose of Appearance**

To ask for the Board's endorsement of the Project Management Framework (PMF) as the statewide guideline for project management.

### **Previous ISB Appearance**

This is the first appearance.

### **Staff Recommendation to the Board**

Staff recommends ISB endorsement of the PMF as the state's guideline for project management.

### **Background**

Project Managers and Chief Information Officers from the Employment Security Department (ESD), Department of Revenue (DOR), Department of Transportation (WSDOT), Department of Licensing (DOL), Department of Information Services (DIS), Department of Personnel (DOP), Department of Social and Health Services (DSHS), Labor and Industries (L&I), Office of the Attorney General (ATG), the Department of Corrections (DOC), the Office of Financial Management (OFM), and Washington State Patrol (WSP) have created a PMF. The purpose of the PMF is to:

- Simplify and facilitate information technology (IT) managers' access to the best project management approaches, tools, and samples.
- Promote the usage of best practices for project management for all projects, both simple and complex.
- Reduce the risk of project failure due to inadequate project management. Increase the level of professionalism project managers bring to project management endeavors.
- Establish a commonality of process.
- Promote standardization of project management terminology.
- Move project managers towards an enterprise view of good IT stewardship.

Using a project lifecycle approach, the PMF provides a list of best practices, explains what each best practice is, why it's important, and how to implement it for best results. The PMF also provides examples, templates, and checklists to further assist in implementing the best practices. Designed as a toolset for optional use by project managers, the PMF also functions as a de facto electronic statewide project management office. Early users of the PMF, both local and international, have responded with very favorable feedback.

The DIS Customer Advisory Board as the original sponsor of the PMF effort, has endorsed a proposal that the ISB adopt the PMF as the state's Project Management Guidelines. Staff supports this proposal since the existing guidelines need to be updated and believes it will be a good first step in revising all of the policies and guidelines

governing project management of the state's IT projects. The PMF can be found at <http://dis.wa.gov/pmframework/index.htm>.